



**Flathead County
Emergency Medical Services
Administrative Board**

Flathead County EMS
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EMS Administrative Board Meeting
February 16, 2016 @ 1:00pm
Flathead Emergency Communications Center

Members Present

Wayne Miller, MD
Karen Lee (KRMC)
Chris Thomas (NVH)
Bob Kun
Chuck Curry

Absent

Call to Order

Meeting was called to order by Miller at 1:00 pm.

Approval of Agenda – Miller asked for a motion to approve the agenda.

MOTION to approve agenda; Kun

SECOND, Thomas; Approved (00:16)

Approval of Minutes

MOTION to approve Minutes November 16, 2015, Curry

SECOND, Kun; Approved (00:22)

Citizen Comments – Chief Williams wishes to comment on topic 7 on the agenda. Chair Miller stated he could make his comment during that discussion.

Election of Chair and Vice Chair – Miller opened nominations for Chair and Vice Chair; Kun nominated Wayne Miller for Chair, Lee second, no other nominations; Miller Chair (01:08). Miller asked for nominations for Vice Chair, hearing none Miller nominated Bob Kun for Vice Chair, Curry second, no other nominations; Kun Vice Chair (01:31)

Funding Disbursement – Granger reported to the Board on an issue with Fund 2273. The amount that was reported to the EMS Office for disbursement was incorrect. The amount reported was hire then what we had to disburse. We had two issues; first was the amount reported to disburse and the second was this was the first disbursement after we reduced the reserve to 5%. Granger presented three solutions;

1. Move the cash reserve back up to 10%
2. Wait on the payments to the Agencies until July and January
3. Adjust the payments to a 40% in December and 60% in June

Others Present

Craig Williams
Mary Granger
Richard Briles
James Brower
Lance Westgard
Katie Mast
Kris Long
John Thomson
Joy Fortin
Juanita Nelson
Joe Page

The User Group advised that any of the three options would be fine with them. Miller asked for a motion to increase the cash reserve to 10% in fund 2273. Curry made the motion (09:32), Kun second (09:33), carried (09:38)

EMS Run Volumes Reporting – Granger started by reviewing what is a reportable call for service that the EMS office counts towards the EMS Run Volumes for the Agencies. The agencies have been reporting to the EMS office every month. The guidelines have been adjusted over time to get where we are today. Granger had a request to audit an Agency; the Agency was counting by number of patients, not by call. Granger presented the results of the audit over the past 6 years. Granger presented this issue to the User Group and they felt that we should use the CAD numbers for EMS run volumes. Granger asked the User Group what they would like to do about this over-reporting; they felt we should just move forward. Granger told them she would take that to the Board. Some discussion was held between the Board and Granger. The Board requested a total audit of all agencies and the percentage of over reporting be prepared for the May Board Meeting.

Administration Board By-Law Amendment – Miller asked the Board to review the proposed changes to the EMS Administration Board By-Law. The changes consist of a date and time change from the third Monday of the month at 1:30pm to the third Tuesday of the month at 1:00pm along with meeting quarterly (February, May, August and November). By policy the Board needs to review the proposed amendments and will be an action agenda item for the May Board Meeting.

EMS Manager Report – Granger reported the EMT Refresher course was completed in January; we had 60 people involved, all great reviews. Granger is also working to finding her replacement; interviews are scheduled and unless something happens a new EMS Manager will be in place by the next Board Meeting. The EMS Associates conference in Coeur d' Alene is April 21st – 23rd. The EMS office is offering 25 scholarships this year about ¾ of responders have never attended.

Medical Director Report – Dr. Briles reported that we are moving into the busy time of year, and that he will be planning run reviews with the Agencies in the next 3 months. Briles reported that all of the Agencies are doing a good job, many things are changing and Agencies are moving forward. Briles stated that he is very happy with the direction the County EMS is moving.

Other Business/Future Agenda Requests – Nelson reported to the Board an updated Building budget. Miller asked what the percentage EMS pay towards the building budget. Nelson reported that EMS pays 13.5% of the building budget.

Board Member Comments – Curry reported to the Board the on the incident that we had in the 911 Center with the Fire Suppression System going off.

Meeting Adjourned 1:48pm

James Brower, Recorder